

14 January 1974

STATINTL

MEMORANDUM FOR:
OC-ADP/SA

SUBJECT : OCR Specifications

PROJECT : RECSKD (22400 AW)

The following item will be needed:

1. OCR type element marked 'COMM USASI OCR-2' at Pitch 10.
2. Paper with no water marks. The paper listed in the attachment should be adequate. It is noticed that xerox copy paper works without any problems. The paper should be at least 8 x 10 inches in size. The same size paper should be used throughout the job.
3. The typing ribbons necessary are listed in the attachment.

The following are OCR typing instructions:

1. A one inch margin must be maintained on all sides.
2. Double spacing on all pages.
3. Character deletion is done by typing the symbol '␣' after the mistyped character.
4. The end of a record is signaled by the symbol '␣'.
5. The end of a page is signaled by the symbol '␣'.
6. A field of data is typed on the page between the field delimiter symbol '| '.
7. A blank field is entered by typing a single blank between two field delimiters.
8. The paper is to be inserted sideways in the typewriter.

9. A cover sheet is required for each batch of input pages.
The first line of the page should have the symbols 'H'.
The second line should have the symbol 'Y'.

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If there are any questions about the above instructions, please call
[redacted] Attached is a list of acceptable paper and ribbons,
a list of the character set, and an example of how to type the data on the
page.

[redacted]
OJCS/AD/DB

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Attachment

The following is a list of the character set associated with the typing element mentioned in item number one of the memorandum.

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890 YJH#%|&*[] -=+ ,./:'"?"

The following pages show the first page of each batch of input pages. The second page shows a sample of an input page of data. It should be noted that the blanks were not necessary after the words "TITLE FIELD" since the machine will fill in blanks if a field is typed in shorter than it is defined to the system. Thus the field could have been typed as follows:

|SUBJECT TITLE FILED ENDS HERE|H

The following is a break down of the fields typed:

1. The first field refers to the records control schedule number.
2. The second field refers to the records control schedule item number.
3. The third field refers to the disposition date.
4. The fourth field refers to the records center job number.
5. The fifth field refers to the box number.
6. The sixth field refers to the item number.
7. The seventh field refers to the office of record.
8. The eighth field refers to the file classification.
9. The ninth field refers to the inclusive dates in the file.
10. The tenth field refers to the accession number. This field is currently being left blank.
11. The subject title field refers to the subject on the file folder.

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|123456|1234|1234|1234567|1234|1234|123|12345678901|1234| |

|SUBJECT TITLE FIELD ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMN|H

|123456|1234|1234|1234567|1234|1234|123|12345678901|1234| |

|SUBJECT TITLE FIELD ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMN|H

|123456|1234|1234|1234567|1234|1234|123|12345678901|1234| |

|SUBJECT TITLE FIELD|H

|123456|1234|1234|1234567|1234|1234|123|12345678901|1234| |

|SUBJECT TITLE FIELD|H

|123456|1234|1234|1234567|1234|1234|123|12345678901|1234| |

|SUBJECT TITLE FIELD|H

|123456|1234|1234|1234567|1234|1234|123|12345678901|1234| |

|SUBJECT TITLE FIELD|H

|123456|1234|1234|1234567|1234|1234|123|12345678901|1234| |

|SUBJECT TITLE FIELD|H

|123456|1234|1234|1234567|1234|1234|123|12345678901|1234| |

|SUBJECT TITLE FIELD|H

|123456|1234|1234|1234567|1234|1234|123|12345678901|1234| |

|SUBJECT TITLE FIELD|H

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